

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2023-24

Data Element Number: **173825**

Data Element Name: **Social Security Number**

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Federal social security number. Left justified.

STAFF SOCIAL SECURITY NUMBER: Report the social security number for all instructional staff on the Teacher Course and the Career and Technical Education Teacher Course formats.

NOTE: For contracted or charter school staff for whom the school district cannot obtain a Social Security Number, the district must assign a Staff Number Identifier for the employee using the following method:

First Two Positions

CS The first two positions in the Social Security Number field must be coded with the letters "CS".

Last Seven Positions

NNNNNNN The last seven positions must be numeric.

NOTE: The district-defined Staff Number Identifier must result in a unique staff number within the district.

<b>Code</b>	<b>Definition/Example</b>
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	Not applicable for this element
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**Length:** 10

**Data Type:** Alphanumeric

**Year Implemented:** 9495

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12, Adult

**Programs Required:**

All Programs

Workforce Development

**Formats Required:**

Career and Technical Education Teacher Course DB9 24x

Teacher Course DB9 15x

WDIS Teacher Course DB9 49x

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**Surveys Required:**

Survey 1	Yes
Survey 2	Yes
Survey 3	Yes
Survey 4	Yes
Survey 5	Yes
Survey F	Yes
Survey W	Yes
Survey S	Yes
Survey G	Yes
Survey X	Yes

**Appendixes:**

None

**Description of Changes:**

1/25/2022 Definition

Deleted reference to "student" social security numbers – no longer valid.  
None